



# City of Seat Pleasant

Office of the City Administrator

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## A CITY OF EXCELLENCE SMART CITY

**“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”**

**Department Name Administration**

**Date of Report May 31, 2018**

**Reporting Period May 1 – 31, 2018**

**Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.**

- ✓ *The department worked on the review and approval of numerous contracts for the swing space for the USA Project; contracts were also reviewed and approved for the housing trust fund;*
- ✓ *The City attorney was also consulted on the significant issues anticipated to be discussed at the mediation concerning the tax increase previously imposed in the commercial district;*
- ✓ *Sent an email to the Director of DPIE re the delay in issuing of permits for approval of the temporary trailers for the swing space;*
- ✓ *Attended a DPIE training event which focused on problems cities have with the permitting division and how to streamline the process; city administrator recommended that the department send contractors and applicants to incorporated townships for City required permits;*
- ✓ *Attended the annual police association awards for Prince George’s County;*
- ✓ *Reviewed and revised Yard Sale application with NCCI and PE to ensure it was in compliance with the recent fee changes*
- ✓ *Submitted questions to Watson for My Seat Pleasant App to Muhammed*
- ✓ *Reviewed Evaluation Form revised by Human Resource Director*
- ✓ *Handled complaints issued re Bates missed recycle pick-up and requested letter to residents re revised pick-up days*
- ✓ *Processed property tax lien requests per judgment from District court*
- ✓ *Reviewed additional court filing and forwarded to LGIT re Steven Franco*
- ✓ *Received an update from the forensic auditing firm that a report is expected to be completed very close to July 9<sup>th</sup> when the lead partner returns from vacation, at which time he will review the draft final report*
- ✓ *The finance director is expected to contact the fiscal auditing firm this week to finalize the FY 2017 audit and begin preparation for the FY 2018 audit.*

**Analyze department improvements that are needed and/or achieved based on the Smart City model.**

- ✓ *Submitted recommendations for council consideration for code revisions pertaining to penalties and fees*
- ✓ *Proposed recommendations to the Council re rental fees for Goodwin Park to cover the cost associated with overtime for staff;*
- ✓ *Reviewed documents/contracts for Smart City Project – recommended additional estimates.*
- ✓ *Reviewed various properties with NCCI and approved court requests; requested property tax liens on properties that have failed to register properties as vacant;*
- ✓ *Participated in training with IOC Manager Muhammed for specifics related to IOC/CGS functions and support;*
- ✓ *Participated in a City-wide staff retreat on improving and effective communication held in Savage, MD;*
- ✓ *Recommended RFP advertisements for Goodwin Park Restrooms Renovations for council consideration*

**Indicate problems identified, barriers encountered and solutions reached**

- ✓ *Numerous technical problems during new server installation have occurred, however most of the issues appear to be resolved.*

**Identify goals for the next reporting period.**

- ✓ *Finalize the FY 2017 audit*
- ✓ *Obtain report from forensic audit firm re Verizon issues*

**Examples of Goals**

Goal \_\_\_\_\_% reduction in household consumable waste (based on statistics from refuse contractor)

Goal \_\_\_\_\_% increase in recyclables (based on statistics from refuse contractor)

Goal \_\_\_\_\_% increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal \_\_\_\_\_% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

**Supporting Documentation: Source: Office of the City Treasurer**

**Revenue**

Line Item \_\_\_\_\_

FY ____ Budget (Previous Year)	FY ____ Budget (Current Year)	FY ____ Actual (Current Year)

**Expenditures**  
**Cost Centers (Various)**

FY_____ Budget (Previous Year)	FY <u>2018</u> Budget (Current Year)	FY <u>2018</u> Actual (Current Year)
	Employee Appreciation \$3,000.00	\$2,752.67 (91.76%)
	Worker's Compensation \$1,271.00	\$1,271.00 (100%)
	Office Supplies \$13,000.00	\$7,765.06 (59.04%)
	Training \$12,000.00	\$6,120.04 (49.00%)
	Retreat \$15,000.00	\$13,285.00 (88.57%)
	Copier Contract \$41,139.00	\$41,139.00 (99.22%)
	Special Occasions \$ 4,000.00	\$ 845.93 (21.15%)
	Utilities \$13,000.00	\$12,975.85 (99.81%)
	Legal Fees \$115,000.00	\$ 21,676.75 (18.85%)
	Contingency \$143,602.00	\$ 67,577.99 (47.06%)

**Attachments:** Staff Retreat Training Report May 18, 2018